



# The BASO Connection

Distributed by the Business & Administrative Systems Office ♦ <http://baso.hq.nasa.gov> ♦ October 2004

## About This Newsletter



*The BASO Connection is a monthly publication intended for users working in the systems supported by the Business and Administrative Systems Office (BASO). The BASO provides support for Core Financial SAP, Business Warehouse, Travel Manager, Budget Formulation, and WebTADS.*



## The BASO Website: Movin' On Up

The BASO website is already a one-stop shop for information, training and job aids. Starting this month, the webpage features two new upgrades:

- **Enhanced Training Registration** – Every BASO training course is displayed on a single calendar! You can also register for these classes directly from the BASO Training Calendar at <http://baso.hq.nasa.gov/training.htm>.
- **BW Pro** –Not only can you view reports by Category or Organization, but now you can search by keyword for the report you need. Also, you can submit your customized bookmarks for publication in BW Pro. You can find BW Pro by clicking on the on the Bookmark Repository link at <http://businesswarehouse.hq.nasa.gov/>.



### Mac User Alert!

To fully access the new BW Pro functionality, you must have a Citrix account. To create a new account, contact NISSU at 1-866-986-4778.

## BASO Training Time



You've heard about the Business Warehouse courses offered by the BASO – *BW Overview and Basics*, *BW Travel Reports* and *BW Budget Execution*. Attendance for these classes has been great, and there's still time to register for a BW course. But the BASO's not done yet! Adding to its training arsenal, the BASO presents two new courses:

- ✓ **SAP R/3 Cross-functional Course**  
The SAP R/3 Cross-functional Course focuses on the integration of the Core Financial SAP modules and outlines the integration of people, processes and software systems in Core Financial
- ✓ **Purchase Requisition (PR) Basics**  
Purchase Requisition (PR) Basics covers the PR creation process in SAP and provides detailed instructions for creating and printing PRs

For more information or to register for any of these courses, visit the Training Calendar on the BASO website: <http://baso.hq.nasa.gov/training.htm>.

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## Core Financial Corner

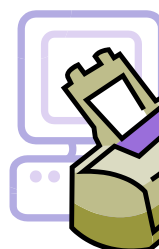
There's a buzz around the BASO, and that's because FY05 is here to stay (well, at least for a year!) The arrival of the new fiscal year brings with it some SAP updates – read on for more information.

### New SAP Projects

All funds center requests must be submitted to the Competency Center by the Office of the CFO (OCFO). This helps to ensure that only budgeted funds are set up for funds distribution. If a Flash Code change is sent to the Competency Center from anywhere except OCFO, the request will be filed and no changes will be made in SAP. Be sure to check SAP before submitting an SR for funds center creation. To see existing funds centers, use SAP transactions FMSE or FMSC.

### Transformed PR Release Strategy Update

It seems a brief lesson in Purchase Requisition (PR) release strategies is in order. A release strategy is the approval path a PR must go through before a Purchase Order (PO) can be created. Release strategies specify who needs to approve the PR and the order in which approvals must occur. The FY05 Transformation brings with it the need for new PR requisition codes, which will trigger new release strategies. During the week of November 1, the BASO will communicate these new requisition codes to the organizations. You will be able to use the new requisition codes in SAP starting November 5. Stay tuned for more information!



### My Mac Won't Print!

If you're using a Mac and you've experienced a printing problem within Travel Manager, try this: Choose the Preview Document option, which opens the document in a new Adobe Reader window. Save the document to your hard drive, and when you double click on the file you should be able to print without problems. Contact the BASO with questions!

## Travel Manager Tidbits



### Travel Reimbursements: TDY vs. Permanent

A reminder about travel per diem: While serving an extended TDY assignment, per diem expenses are not authorized for travel to your permanent duty station. However, you may recover the average daily fixed costs incurred at an extended TDY location if you're traveling from your permanent duty station. Contact the Regional Finance Office (RFO) Travel Office at 301-286-5910 with questions.

### Comments, please!

One way to help avoid delays in the processing of travel documents is to add unique comments. Use the Comments section to provide your Reviewers/Approvers with any additional information that might help clarify or justify expenses. For more information about travel document processing, visit the Travel Manager website at <http://travel.hq.nasa.gov/index.htm>.

### Don't turn into a pumpkin this Halloween!

Remember to set your clocks back on October 31 to mark the end of Daylight Saving Time!

## BASO Footnotes



IFMP Update - The IFM Program Office announced on October 15 that the Financial Systems Upgrade will be ready for implementation at the start of FY07.



The BASO is putting together a Cost Assessment Workshop for HQ, NMO and Agency POCs scheduled for November 1. The agenda includes an overview of the cost assessment process, information for setting up the FY05 cycles, and creation of the FY05 schedule.

## BASO Contacts

The BASO provides support functions for business and administrative systems including Core Financial SAP, Business Warehouse, Travel Manager, Budget Formulation, and WebTADS.

### BASO Support Center

358-IFMP, Room 4R49  
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## Feedback

We are interested in receiving your feedback on how we can enhance the usefulness of this newsletter. For questions, comments, or to be removed from this distribution, email Jill Ballentyne at [jballent@hq.nasa.gov](mailto:jballent@hq.nasa.gov). If there are others you know who might benefit from receiving this newsletter, please forward their email addresses and we will add them to the distribution.

### Like what you see?

Check out **The BASO**

**Connection Archive!** Or if it's a specific article you're searching for –

look for it in **The BASO Connection Article Index!**

Find them both on the BASO Connection website at

<http://baso.hq.nasa.gov/newsletter.htm>.

